City of Brentwood
Planning and Codes Department
5211 Maryland Way (37027)
P.O. Box 788
Brentwood, TN 37024-0788

Office (615) 371-2204
Fax (615) 371-2233
www.brentwood-tn.org/planning

YEAR 2014 YEAR 2014 YEAR 2014 YEAR 2014 YEAR 2014

♦ REQUEST TO APPEAR BEFORE THE BRENTWOOD PLANNING COMMISSION ♦

1.) PROJECT INFORMATION

Project Name: _____

Map / Group / Parcel Number: _____
(Williamson County Tax Assessor's Data)

Requested Meeting Date (see other side) : _____

2.) APPLICANT INFORMATION

Name: _____

Company Name: _____

Mailing Address: _____

Telephone Number: (____)_____ Facsimile Number: (____)_____

Email Address: _____

3.) OWNER INFORMATION

Name: _____

Mailing Address: _____

Telephone Number: (____)_____ Facsimile Number: (____)_____

Email Address: _____

The applicant must supply a letter, signed by the owner of the property stating that the applicant is acting on the owner's behalf in bringing the proposal to the Planning Commission. Ownership will be verified using County tax information. The Municipal Code requires the applicant to identify all persons having any financial interest in the proposed project. Attach an additional sheet if necessary. See Article 2.2 of the Brentwood Subdivision Regulations. These authorizations must be included as part of the initial submittal. Your request will not be placed on the Planning Commission agenda without the proper authorization.

4.) REQUIRED FEES

Preliminary Plan, Revised Preliminary Plan, or Revised OSRD Development Plan	$250.00 filing fee plus $25.00 per lot
Final Plat	$250.00 filing fee plus $25.00 per lot
Resubdivision (Revised Final Plat)	$250.00 per plat plus $25.00 per affected lot
Site Plans	$250.00 filing fee plus $20.00 per acre or fraction thereof
Commercial Master Plan Approval	$250.00 filing fee plus $25.00 per lot
Minor Site Plan Alteration	$250.00 filing fee
Fee Submitted: **$**	

Five complete sets of plans are required for the initial review. After the initial review, five complete sets of revised plans, reflecting all comments, including a written explanation of each comment shall be resubmitted for staff review and Planning Commission approval.

A REPRESENTATIVE, THE APPLICANT OR THE PROPERTY OWNER SHALL ATTEND THE PLANNING COMMISSION MEETING AT WHICH THE CASE IS TO BE REVIEWED TO ADDRESS ANY QUESTIONS THAT MAY ARISE FROM THE BOARD.

5.) ACCURACY STATEMENT:

I hereby certify that I have read this document, and to the best of my knowledge this, and all other documents and plans submitted to the Brentwood Planning Commission are true and correct.

Signed: _____ Date: _____

Print Name: _____ Title: _____

(CONTINUED ON BACK)

(THE DAYS/DATES IN RED AND ITALICIZED DENOTE MEETINGS NOT ON REGULAR DAYS)

2014 - BRENTWOOD PLANNING COMMISSION MEETING SCHEDULE - 2014		
APPLICATION DEADLINE – 12:00 NOON	***INFORMATIONAL MEETING – ANNEX ROOM -- 7:00 a.m.***	***MEETING DATE – COMMISSION CHAMBERS --7:00 p.m.***
Monday, December 2, 2013	Thursday, January 2, 2014	***Tuesday, January 7, 2014***
Monday, January 6, 2014	Thursday, January 30, 2014	Monday, February 3, 2014
Monday, February 3, 2014	Thursday, February 27, 2014	Monday, March 3, 2014
Monday, March 3, 2014	Thursday, April 3, 2014	***Tuesday, April 8, 2014***
Monday, April 7, 2014	Thursday, May 1, 2014	Monday, May 5, 2014
Monday, May 5, 2014	Thursday, May 29, 2014	Monday, June 2, 2014
Monday, June 2, 2014	Thursday, July 3, 2014	Monday July 7, 2014
Monday, July 7, 2014	Thursday, July 31, 2014	Monday, August 4, 2014
Monday, August 4, 2014	Thursday, August 28, 2014	***Tuesday, September 2, 2014***
Tuesday, September 2, 2014	Thursday, October 2, 2014	Monday, October 6, 2014
Monday, October 6, 2014	Thursday, October 30, 2014	Monday, November 3, 2014
Monday, November 3, 2014	***Wednesday, November 26, 2014***	Monday, December 1, 2014
Monday, December 1, 2014	***Wednesday, December 31, 2014***	Monday, January 5, 2015
SHOULD ALL AGENDA ITEMS NOT BE CONSIDERED ON THE REGULARLY SCHEDULED MEETING DATE, THEY WILL BE CONSIDERED AT A SECOND MEETING HELD THE FOLLOWING EVENING.		

♦ INFORMATION REQUIRED ON A SITE PLAN

A site plan, drawn to scale that shows the following information shall be submitted to Planning Department staff for review and recommendation, prior to consideration by the Planning Commission.

- The current name, address and telephone number of the owner, and all persons having at least a five percent financial interest in the property, the developer and/or the applicant;
- Written authorization from the owner of the property (see Page 1 of this application);
- A location/vicinity map of the proposed site;
- The zoning classification of the site and the acreage involved;
- Topographic contours at a minimum of five (5) foot intervals;
- Floodplain information, per the Federal Emergency Management Agency's (FIRM) maps;
- A Grading, Erosion and Sediment Control plan;
- The location and dimension of all internal streets, internal traffic circulation patterns, sidewalks, proposed vehicle access points to public streets, off-street parking spaces, and loading areas, including required parking spaces requested for reduced parking approval, and solid waste disposal areas;
- Drainage calculations and stormwater management plan;
- A tree survey, identifying all existing trees equal to or greater than 4 caliper inches in diameter;
- A landscaping plan, stamped by a Landscape Architect, licensed to practice in Tennessee including calculations of green space areas, landscaping/screening features, type, number, caliper inches, and location of all existing and proposed plantings, buffer strips and provisions for agreements for the maintenance of the proposed green space. The plan must include a detail of the tree protection measures;
- The location and size of existing water & sewer lines, other underground utilities, storm drainage and all existing easements;
- A land use table outlining the proposed uses and overall densities;
- A development schedule that generally outlines the applicant's project construction and completion dates;
- All structures and accesses on adjacent properties within a 500 foot radius of the project site;
- A site plan showing the building footprint, the gross square footage, all applicable setbacks, color elevations, showing all dimensions, the exterior treatment of all proposed buildings, and samples of exterior building materials;
- The location and illumination patterns of all exterior lighting and sound impact from the land use, if applicable;
- The location of any proposed construction trailers;
- The plans must identify any designated historic or archeological sites on the affected property or within 500 feet of the boundary; specific design requirements affecting historic sites may be obtained from the Department of Planning & Codes;
- Significant natural and manmade features or resources, including hillsides in excess of 15% and above 25% slope;
- Any additional information the Planning Commission may require for promoting the health, safety and general welfare of the community, and
- Digital files in .jpg, .tif, or .pdf format of the entire submittal, and/or other significant features of the project for presentation to the Planning Commission. Color elevations shall also be included of all sides of the building.

THE ABOVE INFORMATION MUST BE INCLUDED AS PART OF THE INITIAL SUBMITTAL. ALL PROPOSED PROJECTS MUST MEET THE TECHNICAL REQUIREMENTS OF THE APPLICABLE ZONING DISTRICT AT THE TIME OF THE INITIAL SUBMITTAL. REFER TO THE APPLICABLE SECTION OF THE ZONING ORDINANCE OR MUNICIPAL CODE FOR MORE DETAILED INFORMATION.

(Updated 01/02/2014)